

How to Use ConferenceMe™

ConferenceMe is a web conferencing tool that can be used if VidyoWeb is not successful at your location.

1. Using a web browser, please click on the link below to connect our DLN Codian Bridge: <http://128.157.7.108>

To run ConferenceMe on your computer, you will need to **INSTALL** a small JAVA Script on your computer and web browser. If you cannot install software on your school computer, you may have to get your District Technology Department to complete the installation before you can continue.

2. Next, select Conferences



3. Now, click on link Conference Me for the appropriate NASA DLN site. Example below.

24 active conferences

Name ▼	Description
r2r	ConferenceMe <scheduled>
SEEC Session - Roving on Mars	ConferenceMe <scheduled>
Space Flight Explorers	ConferenceMe <scheduled>
Stennis_Bridge	ConferenceMe <scheduled>

Click on "Stennis_Bridge"



4. The last step is a two-part process. If it is your first time to use ConferenceMe, you need to install the "JAVA" Script software for Conference Me.

Once you have installed the software, the next step is to click on the link "**Click Here to Join Conference.**" At this point, you will be connected to our DLN Bridge. You will see your own web camera video mirrored or if the DLN site is connected to the Bridge you will receive the DLN video and audio.

5. **Trouble shooting** – if you do not see the presenter or the presenter cannot see or hear you, you can adjust your camera, speakers and audio settings. To adjust, go to your program files and look for a folder called **Tandberg**. Open this file and then click on **Configure ConferenceMe**. Under configure options; you can select your audio input and video device. If you do not hear the presenter, this is a simple fix, check to make sure your speakers are plugged into your computer and turned on. Microphone problems; make sure your microphone is plugged into the correct port on your computer.

Recommendations for using ConferenceMe

- Use a wired network connection (**NO Wireless**) and disable wireless.
- Use recommended audio/video devices to prevent echo.
- Plug devices directly into your computer's USB ports rather than a hub.

- If you are using a laptop avoid running on battery.
- Set your computer's Power Plan to "High Performance".

Port Information for DLN Bridge ConferenceMe Calls

- INFO FOR NETWORK TECHNICAL PERSONNEL
- To download "ConferenceMe" you must have admin rights on the computer to which you are trying to download it.
- There are known issues on some computers that may prevent you from connecting to a conference if you are running the following anti-virus software: Kaspersky, AVG ver. 8.5 & later, Avira, Trend Micro OfficeScan.
- Ports used by "ConferenceMe": Signaling, including call setup, uses port 80 on the Cisco MCU and an arbitrary port on the PC running Conference Me. Conference Me will try UDP first for the RTP transport, which uses port 5082 for both the MCU and your PC running Conference Me. If this connection path fails for any reason, the client will use TCP (using the same ports as UDP) for the signaling process.